# FRANCHISE OPERATIONS MANUAL

**Overview**

The General Ledger Account Codes is a list of accounting codes that are used in the Property Management System. The list replicates the Quest standard Chart of Accounts. The General Ledger Account Codes allows revenue to be allocated into the correct groupings e.g: Room Revenue, Car Parking and Conference Room, which allows the property to track revenue generation accurately through the available reporting tools.

**Standard**

Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain data integrity throughout the network, whilst performing operational duties.

**Procedure**

Properties are unable to create/edit GL Acc Codes. For any service requests please contact the revenue team at
revenue@questapartments.com.au

## Version Control

| Version | Issue Date | Developer | Approval | SLT Meeting Review |
|---|---|---|---|---|
| 01 | 08 April 2020 | Quest Academy | David Valentine | |